



Ohio Administrative Code

Rule 3335-67-01 Nature of the probationary period.

Effective: September 20, 2022

(A) Employees serve a probationary period following:

(1) A first position;

(2) A promotion to another classified position; or

(3) A lateral change from one classification to another classification.

(B) Employees that serve at the discretion of the appointing authority (e.g. intermittent, temporary) do not serve a probationary period and are not eligible for certification.

(C) Employees whose titles are changed through the reclassification process do not serve a new probationary period.

(D) An employee shall be provided with coaching and feedback during the probationary period.

(E) An employee shall be provided with a performance review prior to the end of the probationary period. An employee who is terminated before the end of the probationary period of the first appointment is not required to receive a performance review.

(F) If an employee's job performance does not meet the expectations of the first position, lateral change, to another classification, or promotion, then:

(1) An employee may be terminated from a first position at any time during the probationary period;
or

(2) An employee who has received a promotion or a lateral change to another classification may be returned to the former classification at any time during the probationary period.



(G) When an employee is terminated or returned to the former classification during the probationary period, the university shall send a written notice to the employee. This termination or return to the former classification is not subject to appeal.

(H) An employee terminated from employment during a probationary period is not eligible to reapply for the same or higher classification for twelve months from the termination date unless an exception is granted at the discretion of the office of human resources.

(I) An employee terminated from university employment may be ineligible for reemployment with the university.